

Mass Transportation Fringe Benefit Program Procedures
Fort Worth District

1. Executive order 13150 of April 21, 2000 directed Federal agencies to establish transportation fringe benefit programs in order to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Mass Transportation Benefit Program was implemented within the Fort Worth District effective 1 March 2001. Under this Program, employees are reimbursed for their actual commuting expenses up to \$65.00 when using mass transportation. This reimbursement will increase to \$100.00 beginning in 2002.

2. Application. To obtain benefits, team members must complete an application (see <http://www.asafm.army.mil/rabp/masstrans/MTBP-form.htm>) and be approved by the Department of Transportation (DOT). Applications must be sent to the local Points of Contact (POC) listed below:

Ramona Collins
819 Taylor Street, Attn: CESWF-RM-F
Room 3A37
Fort Worth, TX 76102-0300
Telephone (817) 978-2257
Ramona.N.Collins@swf02.usace.army.mil

or

Leslie Pruitt
819 Taylor Street, Attn: CESWF-LO
Room 2A03
Fort Worth, TX 76102-0300
Telephone (817) 978-2275
Leslie.T.Pruitt@swf02.usace.army.mil

Points of Contact will verify applications for accuracy and eligibility and fax applications to the Department of Transportation. Applications received by local POC no later than the first month of the quarter will be processed by DOT and vouchers will be available by the beginning of the following quarter (i.e. applications received by local POC in January should be approved by DOT and vouchers available by April). Department of Transportation will send vouchers quarterly to the local POC. The POC will notify employees when vouchers are received and ready for pickup. Each employee must present civilian or military identification and sign a receipt for the vouchers. Employees will exchange the voucher for a pass at their local transit authority customer service center. Vouchers for the Fort Worth Transportation Authority may be exchanged for passes in the CASU Office, CESWF-RM-C, Room 3A37.

3. Vanpools. Employees participating in public and private vanpools may also qualify for the Mass Transportation Fringe Benefit Program. Participating vanpools must adhere to Internal Revenue Code 26 U.S.C. 132f. A summary of the rules is as follows:

- Vehicle must have the seating capacity for at least six adults (not including the driver).
- At least 80% of the mileage use must be for the purposes of transporting employees in connection with employment and trips during which the number of employees transported for such purposes is at least one-half of the adult seating capacity (not including the driver).

Mass Transportation Fringe Benefit Program Procedures
Fort Worth District

The riders in each vanpool will submit an application stating their actual cost for the vanpool. Department of Transportation will purchase the appropriate vouchers and passes to be used by vanpool riders. After riders obtain their vouchers/passes from their installation POC, the riders will give them to the vanpool owner/driver. The owner/driver of the vanpool will endorse the vouchers/passes, and submit those to the transportation authority where he or she is registered. The local transportation authority will process the transaction and provide payment to the vanpool operator.

4. Standard Form 1164 Reimbursement. In some circumstances DOT may not be able to purchase vouchers from a particular transit authority, a private vanpool or for some specific types of transit services, for example Mobility Impaired Transportation Service (MITS). In these cases employees will be reimbursed by submitting a Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, in CEFMS at the end of the quarter. Following are instructions for submitting a claim for reimbursement in CEFMS:

- Smart path to Screen AACBAD
- Select SF1164 Purchase Request
- The Requesting and Issued to Organization Codes will default to the codes for the individual entering the information. If a user is entering information for someone else whose Organization Code is different from his own, the defaulted value should be changed to reflect that of the requester to ensure cost is charged correctly.
- The Technical and Financial POC information also defaults to the user entering the information. If it is more appropriate for another individual to be listed, change the default.
- Select Standard Remark 12, SF1164-Reimbursement for Mass Transit, on Screen 2.34.1 prior to committing the header record.
- Enter the Employee Identification (Id) Number for the individual requesting the reimbursement immediately following the line item number.
- CEFMS will automatically create a Line Item Description using the Id Number and the remark selected on the Purchase Request and Commitment (PRAC) Header Record. Standard fields such as the Method of Accomplishment (MOA) code and Contract Use Indicator are populated by the system.
- Use Resource Code MASSTRAN for civilian personnel. The Resource Code for military personnel is MASSTRANM.
- After the PRAC has been completed and committed, submit a copy of the PRAC and a receipt showing the amount paid to Ramona Collins, CESWF-RM-F for certification.
- The certified PRAC and receipt will be forwarded to the USACE Finance Center for disbursement. Employees must have Electronic Funds Transfer (EFT) information loaded in their Employee Record to be reimbursed.

5. Questions regarding these instructions may be sent to Ramona Collins (see paragraph 2 above). Additional information regarding the mass transportation fringe benefit program is available at: <http://www.asafm.army.mil/rabp/masstrans/masstrans.asp#form>.